

Intro Into Estimating and Bidding

By: Paul Fredrich & Rebecca Rabatin
City of Milwaukee
Department of Public Works



ESTIMATING

- Might be the most boring, arduous thing you do.
 - Might be the most time consuming thing you do.
 - Might not produce any results concerning work.
-
- But it is the **MOST IMPORTANT** aspect for the success and growth of your business.
-
- **WHY???** Because without good estimating, your **BUSINESS WILL FAIL**



Where to Start ??

Plans & Specifications

1. These contract documents are the **PROJECT ON PAPER.**

Digest them

1. Understand them **INSIDE & OUT**
2. You are legally bound to what they show and say....in drawing form and written form.

NOW THE WORK BEGINS



BUILD IT IN YOUR MIND...

"TAKE OFF"

- **Materials & Labor**
- **Top to Bottom**
- **In chronological order**
 - **Costs: Do you know yours?**
 - **I mean ALL OF THEM...start to finish for every task**

- 1. Compile the numbers.**
- 2. Let it sit for a day.**
- 3. Go back and "tweak".**
- 4. Add the overhead & profit.**
- 5. Submit your bid.**



Bidding Basics

The Where, What, Who, How
and When of Formal Bidding
Every New Contractor Needs
to Know.



Bidding Basics

Where can I find out about City of Milwaukee Department of Public Work projects?

- The Daily Reporter
- DPW Website
- The Dodge Report
- The Journal Sentinel

Contractors may sign-up for e-notify of City of Milwaukee Department of Public Works projects.
<http://city.milwaukee.gov/mpw>



Bidding Basics

What types of projects are awarded by the City of Milwaukee Department of Public Works?

Bridge Structures

Forestry

Paving

Sanitation

Water Mains

Special Projects

Buildings

Parking

Rec Facilities

Sewer Mains

Transportation



Bidding Basics

Who is eligible to bid on City of Milwaukee Department of Public Works projects?

Qualifications for the project shall be demonstrated by each bidder as requested by the Commissioner of Public Works. Bidder shall submit written evidence and documentation including financial capability, previous experience, and evidence of authority to conduct business in the State of Wisconsin.



Bidding Basics

How does a contractor obtain bid documents?

The plans, general and technical specifications, and bid documents are available for pick-up at:

Contract Administration
841 N Broadway, Room 506
Milwaukee, WI 53202

Contractors may also download bid documents from the Department of Public Works website.



Bidding Basics

What are the typical project documents required at bid opening?

- Official Bid Notice Page (Form DPW-125)
- All Bid Item Lists including any Addenda
- Acknowledgements Page
(SBE/RPP/Apprenticeship Program Reqs.)
- Signature Page (Two signatures at the hands)
- Non Collusion Affidavit
- Disclosure of Ownership
- Bid Bond (Must be at least 10% of bid)



Bidding Basics

What is required for a contractor to be awarded a contract?

- Be the lowest responsive, responsible bidder
- Provide Compliance Plan SBE Participation within 3 days of bid opening (Form A)
- Provide Performance and Payment Bonds
- Provide Certificate of Insurance
- Provide Slavery Disclosure Form
- Provide Substance Abuse Prevention Req.
- Provide Proposed Resident/Apprentice Utilization Form (Form F)
- Provide Suspension/Debarment Certification



Bidding Basics

What does the Department of Public Works expect from contractors?

- Completion of project on time and within budget
- Compliance with contract documents
- Compliance with labor laws, on-time payrolls, and prevailing wage regulations
- Adherence to employee safety and Worker's Compensation laws
- Keeping the site clean and maintain a safe environment for employees and the public
- Implementing recycling, reuse, and salvage procedures to reduce waste



Bidding Basics

What does the contractor need to supply with their pay request to ensure prompt payment?

- Invoice with a Schedule of Values for all work (AIA 702/703 Forms)
- Provide Summary of Work Hours (DPW-11)
- Provide DPW-6 Time Report
- Provide SBE Monthly Report (DPW Form D)
- Provide Affidavit Residents Preference Program (Form I)



Bidding Basics

What does the contractor supply at project close-out and final pay request?

- Provide Binders with all Required Close-Out Documents – Warranties, Approved Submittals, Record Drawings
- Invoice with a Schedule of Values for all work (AIA 702/703 Forms)
- Provide all Time and Compliance Forms